

# Connecticut Department of Emergency Management and Homeland Security



## Standard Operating Procedures

IMT SOP: 5.8

Released: February 2010

### **DEMHS STANDARD OPERATING PROCEDURE: APPROVAL OF ACTIVITIES OF MEMBERS OF THE INCIDENT MANAGEMENT TEAMS (IMT)**

*February 2010, Version 1*

#### **Background:**

The Department of Emergency Management and Homeland Security (DEMHS), through the Incident Management Team of the Statewide Emergency Management and Homeland Security Coordinating Council (Coordinating Council), has been assisting in the establishment of regional all-hazards Incident Management Teams (IMTs), corresponding to the DEMHS regions. These regional teams are composed of local volunteers who are trained and organized to support emergency response and recovery efforts or planned event operations by providing the framework necessary to establish an incident command or unified command system as required by the National Incident Management System (NIMS). Overall command of any incident always remains with the Authority Having Jurisdiction (AHJ), unless the AHJ provides written delegation of command authority. This delegation of authority will not relieve the local AHJ of responsibility for the incident.

In order for volunteer civil preparedness force members to receive benefits under Conn. Gen. Stat. §28-14, a local civil preparedness director must receive prior approval from the Commissioner of DEMHS to authorize their activation. See Conn. Gen. Stat. §28-7(h), Letter to DEMHS Commissioner James M. Thomas from Attorney General Richard Blumenthal, dated July 26, 2006. In order to provide a standardized process for IMTs to be activated by DEMHS for purposes of Connecticut General Statutes Title 28 protection to assist in an emergency, a major planned event, or to engage in training under the auspices of DEMHS, this Standard Operating Procedure and accompanying forms were created. This procedure should be used in the following situations, when DEMHS approval is appropriate:

- Emergency Situations where the incident is beyond the capability of other municipal resources, including the need for technical assistance;
- Major planned events where the event is beyond the capability of other municipal resources; and
- Training occurring under the auspices of DEMHS.

The following are guidelines established for the local emergency management community to follow when requesting DEMHS approval of any emergency activation or training activity in order to ensure that the IMT volunteer members' training and/or participation in an event or disaster are covered under Title 28.

In the event that members of an IMT choose to respond to a request for assistance from a third party (e.g., a federal agency), DEMHS must be notified in writing through the DEMHS Director of Emergency Management, even though Title 28 coverage is not requested or provided.

## **Procedures for Local Officials to Follow to Obtain DEMHS Approval:**

### **1. Local Procedures in an Emergency Activation**

Whenever an incident commander determines the need for an IMT, s/he must contact the Dispatch Center or IMT Regional Duty Officer, who will notify the IMT Team Leader. The IMT Team Leader or IMT Regional Duty Officer shall notify the local Emergency Management Director (EMD)/ civil preparedness director. The local EMD and the IMT Team Leader/IMT Regional Duty Officer shall seek approval of DEMHS to activate the members of the IMT. In the case of an imminent or actual emergency, he/she will:

- Request DEMHS approval through the Regional Coordinator orally or by email, or by page if the request is made after regular business hours. Make sure that a response is received from the Regional Coordinator so that it is clear the request has been received;
- Follow up with a written request as soon as possible, but not more than **48** hours after the initial request is made.

The written request shall contain:

- Date and anticipated times of the activation;
- Names of the IMT members involved;
- Reason for the activation or training request, including details of the activities to be taken or that have been taken.

By submitting the names of the Team members, the local EMD and the IMT Team Leader/Regional IMT Duty Officer are certifying that these members have received appropriate training, and have been sworn in annually under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section.

IMT members who self-dispatch to an emergency scene without the approval of the IMT Team Leader will not receive Title 28 protection through DEMHS.

**The IMT Team Leader will notify the DEMHS Regional Coordinator when the IMT is demobilizing.**

The IMT Team Leader shall maintain a log of all emergency activation requests submitted to DEMHS.

The IMT Team Leader shall also maintain a roster of current IMT members, including their names, contact information, and training received. Annually, the IMT Team Leader will provide an updated copy of this roster to the DEMHS IMT Coordinator. Under §28-12, all IMT members must be sworn in annually.

## **2. Local Procedures in a Training or Pre-planned Large Scale Event Activation**

Whenever an IMT Leader or local Emergency Management Director (EMD) deems it necessary to request activation of the members of an IMT through DEMHS in the case of training or a large scale scheduled event, then together the IMT Leader and a local EMD shall:

- Submit the request in writing to their respective Regional Coordinator **at least two weeks before the date of the proposed training or event.** Training or event activities submitted after the date cannot be approved by DEMHS;
- If the request is submitted by fax, the original documentation must be provided to the Regional Coordinator as soon as possible.

**REMEMBER,** certain activities may not rise to the level of a DEMHS activation (e.g., incident management activities that have traditionally been handled through existing mutual aid systems).

The written request for DEMHS approval shall contain:

- Date and anticipated times of the activation;
- Names of all IMT members anticipated to be involved;
- Reason for the activation or training request, including details of the activities to be taken.

If one form is submitted for multiple activities, specific information must be provided for each training activity.

By submitting the names of the Team members, the local EMD and the IMT Team Leader are certifying that these members have received appropriate training, and have been sworn in annually under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section.

The IMT Team Leader shall maintain a log of all training or pre-planned event requests submitted to DEMHS, for review by either the Office of Attorney General and or by DEMHS.

The IMT Team Leader shall maintain a roster of current IMT members, including their names, contact information, and training received. Annually, the IMT Team Leader shall provide an updated copy of this roster to the DEMHS IMT Coordinator. Under §28-12, all IMT members must be sworn in annually.

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## **Procedures for DEMHS Staff To Follow in IMT Approval Process**

### **1. DEMHS Procedures in an Emergency Activation**

In an emergency situation, the Regional Coordinator shall:

- Review the request of the local EMD and IMT Team Leader;
- Forward the request with a recommendation of approval or denial, based upon the information submitted, to the DEMHS State Emergency Management Director, who shall review and recommend approval or denial to the Commissioner or his designee. If the State Emergency Management Director is the designee, s/he shall follow the procedure for the Commissioner outlined below. If the Regional Coordinator recommends denying the request, s/he will provide a brief explanation.

It is also the responsibility of the Regional Office to:

- Notify the local EMD and the IMT Team Leader of the Commissioner/designee's approval or denial of the activation request (see below);
- Obtain the original written request within 48 hours of approval;
- Supply the requesting EMD and the IMT Team Leader with a copy of the completed documentation;
- Maintain a log of all requests submitted to that office.

The DEMHS Commissioner/designee shall:

- Approve or deny the request;
- Provide notification of the activation/denial to:
  - DEMHS Regional Coordinator (who will notify the requesting jurisdiction);
  - DEMHS State Director of Emergency Management (if not the designee);
  - Other DEMHS Regional Coordinators;
  - DEMHS Duty Officers;
  - DEMHS Operations Supervisor;
  - DEMHS IMT Coordinator;
  - DEMHS Legal Advisor.

In the absence of the Commissioner, the request for approval may go to the Director. At his/her discretion, the Commissioner or Director may designate approval authority to one or more DEMHS employees during a particular emergency situation.



Within 48 hours, written paperwork to support the activation must be submitted by the local requester, through the DEMHS Regional Office, to the Office of the Commissioner. The Office of the Commissioner shall:

- Keep the original documentation;
- Forward fully executed copies to (a) the Regional Office and (b) the DEMHS IMT Coordinator;
- Maintain a log of all emergency requests submitted to DEMHS.

## **2. DEMHS Procedures in a Training or Pre-planned Large Scale Event Authorization**

When the Regional Coordinator receives a request for DEMHS IMT training or pre-planned large scale event authorization, s/he must:

- Review the request of the local EMD and IMT Team Leader;
- Forward the request with a recommendation of approval or denial to the DEMHS IMT Coordinator, and a copy to the Office of the Commissioner. If the recommendation is to deny the request, the Regional Coordinator will provide a brief explanation;<sup>1</sup>
- Supply the requesting EMD and IMT Team Leader with a copy of the completed documentation;
- Make sure that original documentation is provided to the DEMHS IMT Coordinator for any request that has been faxed in for review;
- Maintain a log of all training and scheduled event requests submitted to that office.

The DEMHS IMT Coordinator shall:

- Review the request;
- Recommend approval or denial. If the recommendation is to deny the request, the DEMHS IMT Coordinator will provide a brief explanation;
- Forward the request to the Office of the Commissioner, with a copy to the Regional Coordinator.

The Commissioner-- or in his absence, his designee<sup>2</sup>--shall approve or deny the request and return the paperwork to the DEMHS IMT Coordinator, who shall:

- Notify the Regional Coordinator (who shall notify the requesting jurisdiction);
  - Also notify:
    - Commissioner
    - Deputy Commissioner
    - Director
    - DEMHS Legal Advisor.
  - Send a fully executed copy of the documentation to the Regional Coordinator;
  - Maintain the original paperwork in a log of all IMT training/pre-planned large scale events.
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<sup>1</sup> In the absence of the DEMHS IMT Coordinator, the Commissioner may receive the request directly. The Commissioner will approve or deny, and the notifications and paperwork will be handled by the Office of the Commissioner, with originals provided to the DEMHS IMT Coordinator.

<sup>2</sup> In the absence of the Commissioner, the Deputy Commissioner or the DEMHS Director may approve or deny the request.

### **Filing a Claim for Workers' Compensation:**

In the event that an IMT volunteer member is injured in either a pre-approved training or real emergency event, the following procedures will be followed to file a claim with the State of Connecticut Workers' Compensation Commission.

The IMT Team Leader will immediately make sure that the IMT member is treated for any medical issue and take all reasonable efforts to prevent further injury to the IMT member or other members.

Once the immediate medical situation is stabilized, the IMT Team Leader will notify the local EMD and the DEMHS Regional Coordinator of the details of the accident/ injury to the member(s) of the IMT. In addition, the IMT Team Leader will contact the third party administrator for the State of Connecticut:

GAB Robbins North America, Inc  
800 Connecticut Boulevard  
East Hartford, CT 06108  
Telephone # 860-256-3400  
Fax# 860-291-9875

The DEMHS Regional Coordinator will immediately notify the DEMHS Emergency Management Director and DEMHS IMT Coordinator of the accident/ injury. The DEMHS IMT Coordinator will then notify the Office of the Commissioner of the injury.

The DEMHS IMT Coordinator will be the initial primary point of contact between the State of Connecticut, the local EMD and the IMT Team Leader in assuring that the proper paperwork relating to the accident/injury is completed by the IMT member, as well as by the supervisor of the IMT.

**SIGNATURE PAGE FOLLOWS**

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PETER J. BOYNTON  
COMMISSIONER



DATE